**Job Title:** Director, Remuneration Services  
**Job Grade:** SRC 2

**Directorate:** Remuneration Services  
**Department:**    
**Reporting to:** CEO’s Office  
**Job Type:**

**Job Description**

**Job purpose**  
The job purpose is to develop, oversee and lead the designing of strategies that will ensure a harmonized, equitable and fair remuneration and; implementation and monitoring of a comprehensive Research and Compliance strategy.

**Roles and Responsibilities**

(i) Provide leadership in the development and execution of the Commissions’ Strategic Objectives on Research and Compliance; Job Evaluation; Allowances and Benefits; Productivity and Performance and Collective Bargaining Negotiations  

(ii) Develop and implement policies, procedures and manuals on remuneration and benefits for improved efficiency and effectiveness;  

(iii) Spearheading the development of Public Sector policies on remuneration and benefits management;  

(iv) Develop effective work plans drawn from the strategic plan and undertake continuous performance monitoring and reporting;  

(v) Develop, motivate and manage the performance of the team and ensure continuous alignment to the goals and values of the Commission.  

(vi) Prepare budgets for programs, monitor absorption and ensure optimal utilization and alignment to the Commissions strategic activities.  

(vii) Ensure efficiency of systems, processes and standard operating procedures to achieve the operational excellence that drives the Commission’s objectives.  

(viii) Develop and implement a risk management framework for the directorate;  

(ix) Ensure Implementation of a business continuity and disaster recovery plan for the directorate;  

(x) Ensure compliance on all statutory requirements, Government Circulars and Commission policies.  

(xi) Provide regular reports in compliance with internal and external guidelines and requirements.  

(xii) Ensure quality and timely reports to the Commission’s committees and to the Commission;
(xiii) Develop and implement a Service Charter for the Directorate;

(xiv) Develop and maintain positive relationships with stakeholders;

(xv) Develop team capabilities, build a cohesive team and foster a culture that promotes the core values of the commission.

(xvi) Initiate remuneration reviews of public sector salary structures and make appropriate recommendations in line with the Commission’s principles;

(xvii) Oversee the analysis of salaries, remuneration and benefits for state officers and other public offices;

(xviii) Spearhead the development of a total compensation structure;

(xix) Spearhead the acquisition, customization and application of a Job Evaluation system for the Public service;

(xx) Oversee job evaluation exercise for public sector jobs;

(xxi) Provide oversight and advice on collective bargaining negotiations processes in relation to the mandate of the commission;

(xxii) Plan, initiate and formulate the Commission’s research strategy, annual research plan and conduct research that will inquire into and advise on the salaries to be paid out of public funds;

(xxiii) Ensure timely communication of appropriate advice to the Commission through provision of research findings and progress reports through various fora;

(xxiv) Develop and implement methods, tools and procedures for monitoring and evaluating research projects that will ensure the public service’s ability to attract and retain required skills.

(xxv) Maintain a comprehensive and up to date knowledge of developments in policy and practice in relation to research information, compliance and relevant intelligence;

(xxvi) Develop internal and external linkages to effectively manage the Commission’s relationships with relevant stakeholders in relation remuneration and benefits;

(xxvii) Develop and implement a framework to recognize productivity and performance in pay determination and foster a culture of productivity.

### Minimum Qualifications and Personal Specifications

#### Qualifications and Experience

(i) Master’s degree in Economics, Statistics, Human Resources, Public or Business Administration or other relevant field from a recognised university;

(ii) Proven relevant experience of at least twelve (12) years, six (6) years of which must be at management level in a reputable organization;

(iii) Relevant Professional qualification will be an added advantage;

(iv) Certificate in a Leadership Course from a recognized institution;
**Key Competencies**

(i) Meets the requirements of Chapter Six of the Constitution of Kenya

(ii) Demonstrate ability to manage and lead high performing teams.

(iii) Ability to deliver results in a complex and dynamic environment.

(iv) Capacity to demonstrate strategic mind-set and innovation.

(v) Ability to identify customer needs, develop service standards and deliver service excellence.

(vi) Demonstrate knowledge in relevant legislation and applicable standards.

(vii) High level of integrity and interpersonal skills.

(viii) Excellent analytical, report writing, collaboration and communication skills.

(ix) Significant expertise and experience in identifying, reviewing, analyzing and summarizing complex papers;

(x) Knowledge of project monitoring and evaluation techniques; analysis, public finance management principles and processes;

(xi) Appreciation of the macro and micro economic environment;

(xii) Be conversant with the Public Service Policies and practices on remuneration systems;

(xiii) Good understanding of the Kenyan labour laws and related statutes;

(xiv) Demonstrated competences and capabilities in handling remuneration matters;

(xv) Must be able to work with high level of confidentiality

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